

BUDGET & PERSONNEL COMMITTEE MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

May 15, 2007 - 5:30 P.M. – Council Chambers – Municipal Center

CALL TO ORDER

OPEN FORUM / PUBLIC PARTICIPATION

AGENDA ADOPTION

-
1. Consider changes in the Employee Handbook on our EMS Job Descriptions.
 - Emergency Medical Services Provider I
 - Emergency Medical Services Provider II
 - Emergency Medical Services Provider III
 - Emergency Medical Services Supervisor
 2. Part-time Laborer position for Parks and Recreation
 3. Committee Member Comments
 4. Closed Meeting in Accordance with Section 2.2-3711(A) (10) of the code of Virginia.
 - Special Awards (scholarship)

ADJOURN

EMERGENCY MEDICAL SERVICES PROVIDER I

Salary Grade 15 - 19

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs emergency medical service and technical work providing emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the supervision of the EMS Supervisor.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Responding to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.

Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;

Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;

Keeps records and observes patient responses;

Identifies diagnostic signs which may require communications with medical facility for advice and direction; Administers medications and treatment as instructed by physicians;

Provides direct patient care as ordered, including standing orders for advanced airway care;

Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;

Checks and prepares equipment and supplies for treatment;

Performs preventive maintenance on assigned apparatus and equipment; cleans assigned areas of station and grounds;

Cleans and details ambulances;

Participates in continuing education training and instruction program by individual study of technical material and attendance at scheduled drills and classes;

Performs other tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; thorough knowledge of the principles of anatomy, physiology ~ chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates and the general public; ability to keep records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and some experience as an Emergency Medical Technician.

SPECIAL REQUIREMENTS:

Possession of a Commonwealth of Virginia driver's license and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS.

Possession of current EMT-Enhanced certificate issued by the Virginia Department of Health, Office of EMS and a current Health Care Provider CPR card.

EMERGENCY MEDICAL SERVICES PROVIDER II

Salary Grade 16 - 20

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs protective service and technical work providing emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the supervision of the EMS Supervisor.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required *for* conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required *for* depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Participates in emergency medical services, responding to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.

Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;

Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;

Keeps records and observes patient responses;

Identifies diagnostic signs which may require communications with medical facility *for* advice and direction; Administers medications and treatment as instructed by physicians;

Provides direct patient care as ordered, including standing orders *for* advanced airway care;

Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;

Checks and prepares equipment and supplies *for* treatment;

Performs preventive maintenance on assigned apparatus and equipment; cleans assigned areas of the station and grounds;

Participates in continuing education training and instruction program by individual study of technical material and attendance at scheduled drills and classes;

Performs other tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; comprehensive knowledge of the principles of anatomy, physiology and chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates and the general public; ability to keep records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and experience as at least an Emergency Medical Technician -Intermediate.

SPECIAL REQUIREMENTS:

Possession of a Commonwealth of Virginia driver's license and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS.

Possession of a current EMT- Intermediate certificate issued by the Commonwealth of Virginia Department of Health, Office of EMS., current American Heart Association Advanced Cardiac Life Support card, current American Heart Association Pediatric Life Support card, current Health Care Provider CPR card.

EMERGENCY MEDICAL SERVICES PROVIDER III

Salary Grades 18 - 22

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex protective service and technical work providing emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the supervision of the EMS Supervisor.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required *for* conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required *for* depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Responds to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.

Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;

Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;

Keeps records and observes patient responses;

Identifies diagnostic signs which may require communications with medical facility *for* advice and direction; Administers medications and treatment per protocol and/or as instructed by physicians;

Provides direct patient care as ordered, including standing orders *for* advanced airway care;

Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;

Checks and prepares equipment and supplies *for* treatment;

Performs preventive maintenance on assigned apparatus and equipment; cleans assigned areas of the station and grounds;

Participates in continuing education training and instruction program by individual study of technical material and attendance at scheduled drills and classes;

Performs other tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; comprehensive knowledge of the principles of anatomy, physiology and chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates and the general public; ability to keep records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and experience as an Emergency Medical Technician -Paramedic.

SPECIAL REQUIREMENTS:

Possession of a Commonwealth of Virginia driver's license and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS.

Possession of a current EMT- Paramedic certificate issued by the Commonwealth of Virginia Department of Health, Office of EMS., current American Heart Association Advanced Cardiac Life Support card, current American Heart Association Pediatric Life Support card, current Health Care Provider CPR card.

EMERGENCY MEDICAL SERVICES SUPERVISOR

Salary Grades 19 - 23

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex protective service and technical work providing and supervising emergency medical care and transportation of sick and injured under emergency conditions; does related work as required. Work is performed under the general supervision of the Town Manager. Supervision is exercised over emergency medical services personnel.

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required *for* conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required *for* depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and participating in emergency medical services; responding to emergency calls; providing emergency medical services and transportation; preparing and maintaining detailed records.

Supervises and participates in emergency medical services; ensures policies, procedures, and protocols are followed;

Responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, unconsciousness or other conditions that might require advanced life support; drives equipment and administers first aid; transports victims to emergency care facilities;

Provides emergency medical care in accordance with established protocol, guidelines, written or verbal instructions from physicians;

Keeps records and observes patient responses;

Identifies diagnostic signs which may require communications with medical facility *for* advice and direction; Administers medications and treatment as allowed by protocol or instructed by physicians;

Provides direct patient care as ordered, including standing orders *for* advanced airway care;

Administers prescribed drugs, inter-venous solutions and performs defibrillations as required;

Assists with the rescue of accident victims utilizing specialized equipment;

Checks and prepares equipment and supplies *for* treatment;

Ensures preventive maintenance on all EMS vehicles and equipment is completed; assists as necessary in cleaning station and grounds; participates in and conducts continuing education training and instruction program by individual study of technical material and attendance at scheduled drills and classes; maintain employee training records; Serves as Emergency Management Coordinator; Liaison between the Town and State Emergency Management FEMA and NOAA Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and automobile extraction and transportation; comprehensive knowledge of the principles of anatomy, physiology and chemistry in relation to the respiratory and circulatory systems; thorough knowledge of the street system and geography of the Town; ability to understand and follow oral and written instructions; ability to establish and maintain cooperative relationships with patients, associates, general public and other EMS agencies; ability to keep records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by required emergency medical and technical training and considerable experience as an Emergency Medical Technician - Paramedic.

SPECIAL REQUIREMENTS:

Possession of a Commonwealth of Virginia Drivers License and emergency vehicle operations certificate of at least Class 2, issued by any organization recognized by the Commonwealth of Virginia Department of Health, Office of EMS.

Possession of a current EMT- Paramedic certificate issued by the Commonwealth of Virginia Department of Health, Office of EMS., current American Heart Association Advanced Cardiac Life Support card, current American Heart Association Pediatric Life Support card, and current Health Care Provider CPR card. Certificate of Completion of FEMA-NIMS 700, ICS 100, ICS 200, NRP 800.

MEMORANDUM

To: Budget and Personnel Committee

From: Mike Cosby, Public Works Director

Date: May 10, 2007

Subject: Addition of part-time Laborer position for Parks and Recreation

Currently our Parks and Recreation staff consists of one person who performs regular duties in Memorial Park and at the downtown rest room facility from Tuesday through Saturday. On Sundays there is no coverage and on Mondays other Public Works personnel work in these areas. I would like to hire a part-time person to expand our routine maintenance activities to seven days per week and to extend our areas of regular coverage to the Waterfront Park, boat ramps and other recreational areas that we currently maintain on an as needed basis. This will improve the quality of our service and increase the time that our Public Works staff can devote to other activities. We are also moving some of the mowing operations previously handled by our Parks and Recreation person to Mosquito Control.

I included this position in the proposed budget for 2007-2008 at a total of 24 hours per week, which can be adjusted according to our needs. For example, the hours can be increased in the summer and decreased in the winter. The total cost including benefits for this position is \$12,093.

Recommendation: Send new part-time position to Council for consideration.